

अण्डमान तथा  
Andaman And



सत्यमेव जयते  
असाधारण

निकोबार राजपत्र  
Nicobar Gazette

EXTRAORDINARY  
प्राधिकार से प्रकाशित  
Published by Authority

1 a 9] i kVZ Cys j] l kœokj] 10 tuo]h] 2011  
No. 9, Port Blair, Monday, January 10, 2011

fun's kky; ] ukxfj d vki frz , oa mi HkkDrk ekeys  
**DIRECTORATE OF CIVIL SUPPLIES & CONSUMER AFFAIRS**  
v. Meku rFkk fudkœkj i' kkl u  
**ANDAMAN AND NICOBAR ADMINISTRATION**

**NOTIFICATION**

Port Blair dated the 10<sup>th</sup> January, 2011

No. 8/2011/F.No.SD/2-194/Estt/2001-09/62.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs Notification No. 14-3/60-ANL, dated 11<sup>th</sup> April, 1960, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following Rules regulating the method of Recruitment to the Group 'C' posts of **Staff Car Driver (OG), Staff Car Driver (Gr. I) and Staff Car Driver (Gr.II)** borne on the Establishment of Directorate of Civil Supplies & Consumer Affairs of the Andaman and Nicobar Administration, namely :-

**1. Short title and commencement :-**

- These rules may be called the Andaman & Nicobar Administration (Drivers of Civil Supplies & Consumer Affairs) Recruitment Rules, 2010.
- They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of pay :-**

The number of posts, their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule – I to III annexed hereto.

**3. Method of recruitment, age limit, qualification etc. :-**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the Schedules aforesaid.

**4. Disqualification :-**

No person —

- Who has entered into or contracted a marriage with a person having a spouse living, or
- Who is having a spouse living, has entered into or contracted a marriage with any persons

shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Rule.

**5. Power to relax :-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order and for the reason to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of persons.

**6. Saving :-**

Nothing in these Rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Gen. (Retd.) Bhopinder Singh PVSM, AVSM**  
**Lieutenant Governor,**  
**Andaman and Nicobar Islands.**

**By order and in the name of the Lt. Governor,**  
**Andaman & Nicobar Islands.**

**Sd./-**  
**Director (CS & CA)**  
**Directorate of Civil Supplies & Consumer Affairs**

**SCHEDULE – I**

**RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (OG) IN THE**  
**DIRECTORATE OF CS&CA, A&N ADMINISTRATION, PORT BLAIR**

1.	Name of post	<b>Staff Car Driver (OG)</b>
2.	No. of posts	2 (Two) 2010, Subject to variation dependent on workload
3.	Classification	General Central Services, Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay / Pay Scale	PB – 1 Rs.5200-20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male (Relaxable for Government Servants upto 5 years in accordance with the instructions issued by Central Government) <b>Note :-</b> The crucial date for determining the age limit shall be the closing date for the receipt of applications from applicants/name from the Employment Exchange, A&N Islands
7.	Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	No
8.	Educational and other qualifications prescribed for direct recruits	<b>Essential :-</b> 1. Must have passed (X <sup>th</sup> Std.) from a recognized Board / Institution 2. Must possess a valid Driving Licence 3. Must qualify the Written test/Professional test <b>Desirable :-</b> 1. 3 (Three) years experience in driving of Light Motor Vehicle 2. Knowledge of Motor Mechanism and capable to locate and rectify minor defects in the vehicle 3. Must have good knowledge in Traffic regulation 4. Knowledge of Hindi

9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption are to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of :-</b> 1. Director (CS&CA), A & N Admn. - Chairman 2. Deputy Director (CS&CA) - Member 3. Mechanical Engineer, (MTD) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Annexure to the Schedule -I

**ANNEXURE TO SCHEDULE - I****JOB DISCRIPTION FOR THE POST OF STAFF CAR DRIVER (OG)**

1. Should drive the vehicle in safe way as per traffic rules.
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for fuel drawn for vehicle on weekly basis.
3. Should get the log book verified and signed by the designated authority on monthly basis.
4. Should keep the vehicle neat and clean by water washing, wiping and polishing.
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
6. Must be able to change wheels and correctly inflate the tyre.
7. Should maintain the tool kit in the vehicle.
8. Should keep the spare wheels/parts in the vehicle in safe custody and good condition.
9. On the vehicle being sent for repairs etc., he should be required close co-ordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
10. The damaged/replaced parts of the vehicle after repair shall be made available to vehicle In-charge of the office.
11. Should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carryingout the repair.
12. Responsible for timely reporting of break downs/accidents to the authority.
13. Should take action to get the vehicle serviced.

**SCHEDULE – II****RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (GRADE - II)  
IN THE DIRECTORATE OF CS&CA, A&N ADMINISTRATION, PORT BLAIR**

1.	Name of post	<b>Staff Car Driver (Grade-II)</b>
2.	No. of post	1 (One) 2010 Subject to variation dependent on workload
3.	Classification	General Central Services, Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay / Pay Scale	PB – 1 Rs.5200-20200 + Grade Pay Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications prescribed for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By promotion
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption are to be made	<b><u>Promotion:</u></b> From amongst the Staff Car Driver(OG) in the PB-1 Rs.5200-20200 + GP Rs. 1900 of the Directorate of Civil Supplies and Consumer Affairs with 9 years regular service in the grade subject to passing of trade test of appropriate standard as contained in Annexure-I to DOP&T's OM No. 220361/1/92-Estt.(D) dated 30.11.1993
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC for promotion :-</u></b> 1. Director (CS&CA), A & N Admn. - Chairman 2. Deputy Director (CS&CA) - Member 3. Mechanical Engineer, (MTD) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Annexure to the Schedule -II

**ANNEXURE TO SCHEDULE - II****JOB DISCRIPTION FOR THE POST OF STAFF CAR DRIVER (Gr. - II)**

1. Should drive the vehicle in safe way as per traffic rules.
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for fuel drawn for vehicle on weekly basis.
3. Should get the log book verified and signed by the designated authority on monthly basis.
4. Should keep the vehicle neat and clean by water washing, wiping and polishing.

5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
6. Must be able to change wheels and correctly inflate the tyre.
7. Should maintain the tool kit in the vehicle.
8. Should keep the spare wheels/parts in the vehicle in safe custody and good condition.
9. On the vehicle being sent for repairs etc., he should be required close co-ordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office.
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carryingout the repair.
12. Responsible for timely reporting of break downs/accidents to the authority.
13. Should take action to get the vehicle serviced.

### **SCHEDULE – III**

#### **RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (GRADE - I) IN THE DIRECTORATE OF CS&CA, A&N ADMINISTRATION, PORT BLAIR**

1.	Name of post	<b>Staff Car Driver (Grade-I)</b>
2.	No. of post	1 (One) (2010) Subject to variation dependent on workload
3.	Classification	General Central Services, Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay / Pay Scale	PB – 1 Rs.5200-20200 + Grade Pay Rs. 2800
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications prescribed for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By promotion
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption are to be made	<b><u>Promotion:</u></b> From amongst the Staff Car Driver(Grade - II) in the PB-1 Rs.5200-20200 + GP Rs. 2400 of the Directorate of Civil Supplies and Consumer Affairs with 6 years regular service or combined services of 13 years in Grade-II and in ordinary grade in the PB-1 Rs. 5200-20200+GP Rs. 1900 put together subject to passing of trade test of appropriate standard as contained in Annexure-I to DOP&T's OM No. 22036/1/92-Estt.(D) dated 30.11.1993

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC for Promotion :-</u></b> 1. Director (CS&CA), A & N Admn. - Chairman 2. Deputy Director (CS&CA) - Member 3. Mechanical Engineer, (MTD) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Annexure to the Schedule -III

### **ANNEXURE TO SCHEDULE - III**

#### **JOB DISCRIPTION FOR THE POST OF STAFF CAR DRIVER (Gr. - I)**

1. Should drive the vehicle in safe way as per traffic rules.
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for fuel drawn for vehicle on weekly basis.
3. Should get the log book verified and signed by the designated authority on monthly basis.
4. Should keep the vehicle neat and clean by water washing, wiping and polishing.
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
6. Must be able to change wheels and correctly inflate the tyre.
7. Should maintain the tool kit in the vehicle.
8. Should keep the spare wheel/parts in the vehicle in safe custody and good condition.
9. On the vehicle being sent for repairs etc., he should be required close co-ordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.
10. The damaged/replaced parts of the vehicle after repair shall be made available to vehicle In-charge of the office.
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carryingout the repair.
12. Responsible for timely reporting of breakdowns/accidents to the authority.
13. Should take action to get the vehicle serviced.